

1. From our home page, [www.greensborolibrary.org](http://www.greensborolibrary.org), click on the "Download Audiobooks & eBooks" link. This will bring you to the **North Carolina Digital Library**.
2. Click the "Login" button on the left side of the screen.
3. Log in to the **North Carolina Digital Library** by selecting "Greensboro Public Library" from the drop-down menu and then entering your library card number.
4. Make sure the book you want to check out includes an option for Kindle under the cover of the book. If there are copies available at the time, you will see a button saying **"Add to my eBookbag"**. (Otherwise, you can select **"Place a Hold Request"** and you will be sent an email when the book is available for checkout.) Click it and then click **"Proceed to checkout"** then **"Confirm checkout"** then **"Get for Kindle"**.
5. You will then be taken automatically to Amazon.com site which will allow you to check out the book by clicking the **"Get library book"** button on the right (you will need to sign in to your Amazon.com account).
6. If you are in a wi-fi area, the book will be sent wirelessly to your Kindle and will appear **once the Kindle syncs**. (You may need to manually "sync" the device by selecting "Sync and check for new content" under the menu or simply "Sync" if you have the Kindle Fire). If wi-fi is not available or the Kindle is an older version, the book can be transferred via USB cable.

#### TO RETURN THE BOOKS

1. Log in to your Amazon.com account.
2. Scroll to the bottom of the page and find the **"Let Us Help You"** section (it will be toward the right side of the page).
3. Under that heading, click on the "Manage Your Kindle" link.
4. From there, you will see a list of your Kindle books, with the library books indicated in orange.
5. To the right of the title you wish to return, click the **"Actions"** button and then **"Return This Book"**.

For more step-by-step instructions, please click on the "Digital Media Help" link on the North Carolina Digital Library home page (on the upper right side of the screen).

For more assistance at any time, please call Emily Gillespie or Stephen Culkin at 335-5430.